

How to Change the App Settings

1. Select the **Settings** icon at the bottom of the app



2. Several settings will be displayed:

Enable Biometrics - when this is enabled, biometrics, such as fingerprint or facial recognition, can be used to log into the app

Calendar View - change the default calendar view to either Week or Day

Session filter - change the default calendar view to display:

- All sessions - all sessions in the Views account
- My sessions - sessions where your user login is associated with the staff member delivering the session
- Favourites - sessions linked to Session Groups that have been tagged as Favourites

Contacts order by - set whether registers display in Forename or Surname order

Contacts order – set whether registers display in Ascending (A - Z) or Descending (Z - A) order

Add contacts form - set whether the form that displays when adding a contact shows all fields or just compulsory fields

Sync Data - sync the app data to your Views account

Reset All Data - reset all data that is held locally on the app

